

CONFIDENTIAL

ADM-10.7

DD/S&T 1404-64

20 MAY 1964

MEMORANDUM FOR: Assistant Director/Computer Services
Assistant Director/ELINT
Deputy Assistant Director/Research
and Development
Assistant Director/Scientific Intelligence
Assistant Director/Special Activities
Director/Foreign Missile & Space Analysis
Center

SUBJECT: Coordination on Information or Action
Requests from Offices of the DCI, DDCI,
Executive Director or Other Deputy
Directors

Henceforth, all communications calling for information, coordination, or action received by addressees from any of the offices listed will be considered as a request on the Directorate itself. Accordingly, they will be handled in the following manner:

a. If receipt of the request by the action office does not clearly indicate that the matter also has been made known to the Office of the DD/S&T, the addressees will take immediate action to make the request a matter of record with the Executive Officer.

b. If the nature of the request calls for a reply in writing, that reply will be sent to the requesting office through the Office of the DD/S&T.

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c. If the matter is so handled that a verbal reply is indicated as being sufficient, the proposed reply will be coordinated with either Dr. Wheelon,

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ALBERT D. WHEELON
Deputy Director
for
Science and Technology

Distribution:

- 1 - AD/CS
- 1 - AD/ELINT
- 1 - DAD/R&D
- 1 - AD/SI
- 1 - AD/SA
- 1 - D/FMSAC
- 1 - Dr. Wheelon
- 1 - [redacted]
- (2) - DD/S&T Files

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EO/DD/S&T: [redacted] (19 May 1964)

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